

Inventory Form Procedures for Uncommon Threads 2015

Prior to Inventory Check-in Day

Go to the Member's page of the Whidbey Weavers Guild website and find the Uncommon Threads sale Procedures and Forms link so you can download and save all the information to your computer.

Follow the instructions below and enter your data electronically. No hand written inventory records will be accepted. Computerized inventory records will help us to keep accurate track of your items at the sale. When entering in repetitive information (i.e. Artist Code) don't use quotations. Instead, just copy and paste, please.

Completed inventory forms must be emailed to Janet King and Jodi Welliver at uct.inventory@gmail.com. In addition to sending the form via email, **make 2 paper copies** and plan to bring the paper copies with you to inventory check-in. Please print the inventory forms on regular printer paper, not the yellow cardstock.

Date: Enter today's date.

Page Numbers: If more than one page is used, number the pages.

Artist: Enter your name.

Commission Agreement: Check one.

Promotional Approval: Check all that apply.

Inventory Check-In Option: Check one.

Artist's Signature: Read, mark and sign page 1. Initial below only after your inventory has been checked in. If more than one sheet is submitted, make sure you fill in your name on each page.

Artist Code: Use the first 3 letters of your last name and the first letter of your first name. For example, Jane Smith's code would be SmiJ.

Tag Number: A 3-digit tag # is assigned to each item. Tag #s should be listed in sequence on the form. The last tag # on your sheet should show how many total items you have entered in the sale.

Price: Enter price of item in whole dollars only, no cents.

Item Code: Look at the "Item Code" table found on the website to figure out what code each item will be. Try to make entries with the same code number in succession followed by the next category of code numbers. For example, list all of your scarves first, then your belts, etc.

Item Description: Enter description of item so you will recognize it on the form. Try to keep it short.

***Note** – The 1st and last 2 columns are for recording at check-in and the sale. They should be left empty prior to check-in.

Example of Item Entries:

| In | Artist Code | Tag # | Price | Item Code | Item Description-color/fiber/size | Sold | Not Sold |
|----|-------------|-------|---------|-----------|-----------------------------------|------|----------|
| | SmiJ | 001 | \$50.00 | 107 | Green/purple chenille, 12 X 60 | | |
| | SmiJ | 002 | \$60.00 | 107 | Blue alpaca/wool, 7 X 68 | | |
| | SmiJ | 003 | \$30.00 | 516 | Red/white/blue cotton, 12 X 24 | | |

Deadlines for Return of Inventory Intake Form:

Send as an attachment to Janet King and Jodi Welliver at uct.inventory@gmail.com no later than **Friday, October 30, 2015**. This year, this applies to **all participants**, including those participating in the Seattle Weavers Guild sale (scheduled for Oct 22-24).

- **Inventory Check-in Day** - 8:30 Inventory crew reports and checks in their inventory followed by Display Crew, Runners, Standards and other Chairs. *If* this group of vendors concludes before 10AM we will begin checking in A-L followed by 10:00 AM Meeting. At 10:30 or the conclusion of the meeting all others will check in first with A-L and then M-Z.

Guild meeting and check-in will be at Greenbank Farms. Make plans to arrive on time. No late inventory submissions will be accepted. If you cannot make it during the check-in hours, find someone to bring your items for you. **Bring two copies** of your completed Inventory Form on check-in day. If you arrive without the two copies, you will be asked to get the necessary copies prior to your checking in. You will have the option of a random check-in or an item-by-item check-in of your inventory again this year.

For the item-by-item check-in, you will need to check off the items as they are checked in while the inventory clerk does the same on the other sheet.

At the End of the Sale - November 7th, 3:00 p.m.

Gather your unsold items and mark those items on your copy of the Inventory Form in the "Not Sold" column. Mark remaining items on the sheet as "Sold." Sign your name to the check-out signup sheet which will be located near the bottom of the steps. Have your copy of the Inventory Form and your unsold items with you. When your name is called, your copy will be checked against the Inventory Committee records to ensure accurate inventory and sales reporting.